

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC**

<h1 style="margin: 0;">FSIS NOTICE</h1>	63-16	8/31/16
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SUBMISSION OF FISCAL YEAR 2017 RENEWAL ORDERS

I. PURPOSE

This notice informs employees how to submit Fiscal Year (FY) 2017 Renewal Orders (ROs) for goods or services to the Procurement Management Branch (PcMB), Office of Administrative Services (OAS), Office of Management.

II. BACKGROUND

ROs are used to procure repetitive goods and services on a FY basis. ROs are to be submitted in the form of a requisition to continue to order and receive goods and services without interruption. It is the program office's responsibility to submit a requisition into the Integrated Acquisition System (IAS) to OAS for all applicable purchase requests for repetitive goods that exceed \$3,500 and repetitive services that exceed \$2,500 annually.

III. OBTAINING REPETITIVE GOODS AND SERVICES

A. Program offices are to submit a list of ROs for FY 2017 to PcMB by September 9, 2016 to allow for adequate processing time. The list is to include the following:

1. FY 2016 order number;
2. Description of goods or services;
3. The period of performance, annotating if the good or service cannot expire; and
4. Estimated dollar amount for FY 2017.

B. Program offices are to submit the lists of ROs for approval through the program area's Assistant Administrator or Deputy Assistant Administrator to the Budget Division (BD), Office of the Chief Financial Officer. BD is to approve the list and forward it to PcMB. The CO uses the list for developing letters of intent to enter into a contract prior to receiving new FY requisitions. At the time of issuance of this document the micro-purchase limits are as follows:

1. Goods - \$3,500; and
2. Services - \$2,500.

C. Requirements for goods and services over the micro-purchase limit per year. Program offices are to submit ROs in the form of a requisition through IAS beginning October 1, 2016.

DISTRIBUTION: Electronic; All Field Employees	NOTICE EXPIRES: 9/1/17	OPI: OPPD
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D. Requirements for goods and services under the micro-purchase limit per year. Program offices are to use the Government purchase card to acquire items after October 1, 2016.

IV. DISCONTINUING GOODS OR SERVICES FOR FY 2017

A. Program offices are to send email notifications to the PcMB CO assigned to their program for FY 2016 goods or services not required for FY 2017 (See Attachment 1).

B. Program offices are to provide the following information:

1. A description of the good or service and the date when the period of performance ends; and
2. The vendor's name, point of contact, and previous award number.

C. The CO informs the vendor of discontinued goods or services.

V. RENEWING TELECOMMUNICATION SERVICES

Program offices are to submit all telecommunication service renewals on [Form AD-700](#), *Procurement Request*, directly to the Office of Chief Information Officer (OCIO), Telecommunications Branch. OCIO processes orders for telecommunication services.

VI. INSTRUCTIONS FOR ENTERING REQUISITIONS INTO THE INTEGRATED ACQUISITION SYSTEM (IAS)

A. Beginning October 1, 2016, and operating under a continuing resolution, program offices are to work closely with BD to determine available funds, and whether the program can partially or fully fund the requirements. Program offices are to submit either a partially or fully funded requisition to the CO.

B. If the requirements are partially funded, the requisitioner is to submit, through IAS, a requisition with the amount of funds available using the TC "IQ-COMMIT" and state that the requirement is being partially funded. Once the additional funding is available, the requisitioner is to submit that funding through IAS as a new requisition referencing the FY 2017 award number and state whether the requirement is partially or fully funded. This process is to be followed for each contract action until the requirement is fully funded.

C. Partial funding is only necessary under the following circumstances:

1. FSIS is under a continuing resolution; and
2. The program previously submitted a partially funded requisition and needs to increase the order amount after award.

D. If the requirements are fully funded, the requisitioner is to submit through IAS a requisition with the amount of funds available using the TC "IQ-COMMIT" and state that the requirement is being fully funded.

VII. QUESTIONS

Refer questions regarding this notice or for help in preparing FY 2017 requirements contact PcMB at 301-504-4228.

A handwritten signature in black ink, appearing to read "Daniel J. Seitz". The signature is fluid and cursive, with a large initial "D" and "S".

Assistant Administrator
Office of Policy and Program Development

CONTRACTING OFFICERS AREAS OF RESPONSIBILITY

The following table identifies the contract specialists assigned to each program area or staff:

Contract Specialist	Assigned Program(s)
Brenda Barber 301-504-3996	<ul style="list-style-type: none"> • OCIO
Donna Hardy 301-504-2010	<ul style="list-style-type: none"> • Codex • OIEA
Dwight Hill 301-504-4238	<ul style="list-style-type: none"> • OCIO (Services)
Linda Delaney, Acting Branch Chief, CO TBD 301-504-4224	<ul style="list-style-type: none"> • ODIFP • OOEET
Rodney Manson 301-504-3997	<ul style="list-style-type: none"> • CRS • OPPD
Linda Delaney, Acting Branch Chief, CO TBD 301-504-4224	<ul style="list-style-type: none"> • Midwestern Lab • Western Lab • OAS
Marnie Miller 301-504-4235	<ul style="list-style-type: none"> • All labs in Athens: Eastern Lab, EALS, FERN & LQAD • OPHS • OHR (Student Housing only)
Thomas Nasvytis 301-504-4268	<ul style="list-style-type: none"> • Supplies – All program areas
Joseph Pishioneri 301-504-4237	<ul style="list-style-type: none"> • OHR • OCIO (All program area/OCIO collaborative requirements)
Linda Delaney, Acting Branch Chief, CO TBD 301-504-4224	<ul style="list-style-type: none"> • OPACE • OA
Kim Toppin 301-504-4266	<ul style="list-style-type: none"> • OPHS (Headquarter Division/Staffs) • OCFO (Budget, Finance, FSC) • OFO

The following table identifies functional area specialists for all program areas:

Specialist	Functional Area
Elizabeth Halweg 301-504-4240	<ul style="list-style-type: none"> • Interagency Agreements (IAA) • Cooperative Agreements
Madonna Montgomery 301-504-4228	<ul style="list-style-type: none"> • IAS Issues • Contractor Performance Assessment Reporting System (CPARS) • Invoice Processing Platform (IPP) • Purchase Card Program
Linda Delaney, Acting Branch Chief, 301-504-4224	<ul style="list-style-type: none"> • Procurement Policy • Small Business Programs • Acquisition Certification Programs